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9 August 1950

MEMORANDUM FOR THE SECRETARIES OF THE MILITARY DEPARTMENTS  
THE DEPUTY SECRETARY OF DEFENSE  
THE ASSISTANT SECRETARIES OF DEFENSE  
THE CHAIRMAN OF BOARDS, STAFFS AND COMMITTEES, OSD  
THE DIRECTORS OF OFFICES, OSD

SUBJECT: Evaluation Reports for Officers Assigned to Joint Agencies, (M-1A)

The Personnel Policy Board has approved the following policy concerning evaluation reports for officers assigned to joint agencies:

The immediate supervisor of a military officer assigned for duty with a joint agency above departmental level will accomplish evaluation reports on that officer at such times as may be required by the parent service of the officer concerned.

Where the immediate supervisor of such officer is a military officer of the same service, the evaluation will be accomplished on the form of, and in the manner prescribed by, the service of the rated officer.

Where there is no immediate military supervisor of the same service, the immediate civilian supervisor or the military supervisor of another service will evaluate the rated officer's manner of performance of his assigned duties in letter form. Such report will be attached to the regular service evaluation report which will have the administrative information portion completed.

Where endorsements normally are required by a parent service, they will be accomplished by the supervisor of the rater.

When an evaluation, whether by a military or civilian supervisor, contains an adverse statement, the procedure to be followed should be in full conformance with the existing regulations of the parent service of the evaluated officer.

This policy is effective this date. The memorandum of 29 April 1949, from the Chairman, Personnel Policy Board, to the Secretaries of the Military Departments, covering this same subject, is superseded herewith.

/s/ J. Thomas Schneider  
J. Thomas Schneider  
Chairman